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Location of All Copies of Selected Personnel
Forms in DD/I, DD/P and the
Department of State
1956

1. The Forms Selected:

Request for Personnel Action
Notice of Personnel Action
Personal History Statement
Fitness Report
Profile or Qualifications Summary

2. Explanation of Tables:

- a. Official Copies: Table 1 lists all the components which receive copies in accordance with the official procedures. The symbol "X" indicates a copy is retained by the component and the symbol "O" indicates a copy is received, noted and routed to another component. CIA components are listed in the left-hand column and State Department components in the right-hand column. If there are comparable components in the two organizations, they are shown on the same line.
- b. Unofficial Copies: In a March 1956 survey, the contents of unofficial, or convenience, personnel files were examined in selected CIA components. Tables 2 and 3 list all the DD/I and DD/P components surveyed and show where copies were found. The number "1" indicates a copy is maintained in the component, the number "2" indicates the copy is a duplicate of one maintained at a higher echelon (which would be shown to the left as a number 1). Similarly, the number "3" indicates triplication.

3. Analysis of Differences:

- a. Personal History Statement: In both CIA and the Department of State a copy goes to the employee, the official file and the Security Office. There are two differences:
 - (1) In CIA, a copy of an applicant's statement is routed to the Personnel Assignment Division for use by the placement officers and for preparation of IBM cards in the Qualifications Analysis Branch. In the State Department, the placement officers use the copy in the official file folder and the qualifications are not transferred to IBM cards.

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- (2) In the State Department, the operating office receives a copy of the PMS. This is not provided for in CIA, but many of the operating components do obtain a copy (tables 2 and 3).
- b. Fitness Report: The State Department places one copy in the Official Personnel File and one in the originating post file which is destroyed when the employee is transferred. CIA routes one to the Official Personnel File, one to the Career Management Officer and one to Assessment and Evaluation, OTR (for analysis to determine the effectiveness of the form). In addition to these "official copies," most components retain a copy (tables 2 and 3) in the operating branch and some also place one in the third echelon administrative office.
- c. Profile: The CIA Profile, form 1080 is a new form to be prepared in the Office of Personnel and placed in the Official Personnel File. It will be kept up to date and a copy will be reproduced and sent to career boards and senior officials upon request. The records of profiles in tables 2 and 3 do not refer to this new form but to the several profile forms prepared and used by operating components.

In the State Department, the form is prepared in the Career Development and Utilization Branch, Personnel Office, and the branch retains a copy; a second copy is placed in the official file and a third is given to the appropriate placement officer. This evaluation profile is supplemented by a Biographic Record Sheet, Form DS-110 which is prepared by the employee. He retains a copy and the original is placed in the official file.

- d. Request for Personnel Action: The CIA requesting office retains a copy, one goes to the placement officer and to the official file, and two are sent to the Security Office. Tables 2 and 3 show that some higher-echelon administrative offices also retain copies.

The State Department also uses three copies of this form for its civil service employees: one goes in the official file, one to the placement officer and one to the gaining office. Three other personnel units receive one of the copies but do not retain it: Position Control Records Unit, Transactions Unit and Classification.

The procedure for Foreign Service Officers, Foreign Service Reserve Officers and Foreign Service Staff (hereafter called non-civil service employees) is quite similar to the procedure for civil service employees; copies go to the official file, the placement officer, the gaining office or post and the losing office or post. But this form has dual use; it is also a request for travel orders and copies are sent to the Audit Section, Travel Control Section and the Transportation Office.

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- e. Notice of Personnel Action:** CIA prepares eight copies which are distributed as follows: official file, chronological file (later destroyed), Machine Records, gaining office, losing office, payroll office, employee (if on vouchered funds), and the career board (if it requests a copy). No additional unofficial copies have been located.

For State Department civil service employees, a maximum of nine copies are prepared. Like CIA, copies go to the official file, machine records (and to the position control and transactions units), the gaining office, the payroll office (two offices: headquarters finance office, or overseas fiscal office in the gaining country; and the retirement section), and the employee. In addition, copies go to the Civil Service Commission and to the losing agency (if the employee is being detailed to the State Department).

For State Department non-civil service employees, 18 offices may receive copies (depending upon the employee's assignment) and five other offices receive copies which are posted and then passed on. Except that a copy is not sent to the Civil Service Commission, all offices which receive copies of Notices for civil service employees also receive copies for non-civil service employees. The following additional offices receive copies: Leave and Retirement Section, Personnel Office (in addition to the Retirement Section, Comptroller's Office); Presidential Appointments Unit; Publications Unit; Employee Relations Branch (new appointments only); gaining and losing headquarters or regional offices; overseas fiscal office in the losing country; headquarters or regional security office (separations only); and the gaining agency (if employee is detailed to another agency).

Although 18 copies of this form may indicate too many State Department organization units working on various aspects of personnel actions (a question beyond the scope of this survey), it is good systems planning to make copies of this one form serve all of the offices.

Attachments:

- Table 1 - Location of All Official Copies of Five Personnel Forms in CIA and the Department of State.
- Table 2 - Location of Copies of Five Personnel Forms in Selected DD/I Components
- Table 3 - Location of Copies of Five Personnel Forms in Selected DD/P Components

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 Table 1. Location of All Official Copies of Five Personnel Forms
 in CIA and the Department of State

Legend
 X - retention copy
 C - non-retention copy
 C - CIA
 S - Department of State

	Personal History Statement		Fitness Report		Profile			Request for Personnel Action			Notice of Personnel Action			
	CIA Form	State SF	CIA Form	State Form	CIA Form	State Form	State Form	CIA Form	State DS-1011-1	CIA Form	State Form DS-1032	CIA Form	State Form DS-1032	
	1044	57	1045	DS-886	1080	DS-110	FS-173	SF 52	C. S. FSO, FSH Empl. and FNS	SF 50	Civ. Serv. FSO, FSH Employees and FNS	SF 50	Civ. Serv. FSO, FSH Employees and FNS	
CIA Components														Dept. of State Components
Personnel Office														Personnel Office
Official Personnel File	CX	SX	CX	SX	CX	SX	SA	CA	SA	CX	SA	SA	SA	Official Personnel File
Chronological File									SO		CX	SO	SO	Position Control Records Unit
												SX	SX	Leave and Retirement Section
Machine Records										CX	SO	SO	SO	Records Unit (ISM)
									SO	SO	SX	SX	SX	Transactions Unit
Placement Officer	CO						SX	CO	SX	SX		SO	SO	Placement
Qualifications Analysis Br.	CO											SO	SO	Mail Room
												SX	SX	Presidential Appointments Unit
												SX	SX	Publications Unit
												SX	SX	Employee Relations Branch
									SO					Classification
							SX							Career Development & Utilization Br.
Operating Components														Operating Components
Gaining Office		SX		SX					SX	SX	CX	SX	SX	Gaining Office/Post
Losing Office											CX		SO	Losing Office/Post
Requesting Office								CX					SX	Gaining Regional Bureau
													SX	Losing Regional Bureau
													SX	Wash. Regional Office
Fiscal/Finance/Audit														Fiscal/Finance/Audit
Payroll Office											CX	SX	SX	Hq. Finance Office
												SX	SX	Hq. Retirement Section
												SX	SX	Hq. Audit Section
												SX	SX	Overseas Fiscal, Gaining Country
												SX	SX	Overseas Fiscal, Losing Country
Other Offices														Other D/State Offices
Security Office	CX	SX						CX					SX	Security Office
Assessment & Eval., OIR			CX										SX	Regional Security Office
Career Management Officer			CX						SX				SX	Travel Control Section
Career Board					CX				SX	CX				Transportation Office
A Senior Officer					CX									
												SX	SX	Other Agencies
												SX	SX	Civil Service Commission
												SX	SX	Gaining Agency
												SX	SX	Losing Agency
Employee	CX	SX										SX	SX	Employee

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See Next Page for Footnotes

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Footnotes to Table 1

- 1 One copy to Printing Services Division where seven copies are reproduced for OS.
- 2 Retained at the option of the administrative officer.
- 3 Destroyed when employee leaves the post.
- 4 Two copies. "Photostat expedite copy" is removed for duplication when a copy is requested by a career board or a senior officer.
- 5 Biographic Record Sheet, filled out by the employee.
- 6 Two copies.
- 7 Form is also a request for travel orders.
- 8 Destroyed after a period of time.
- 9 Copy given to employee if he is on vouchered funds, retained if on unvouchered funds.
- 10 If a copy is requested.
- 11 Only if position is in headquarters.
- 12 Used to request the file of a civil service employee who has worked in another government agency.
- 13 For new appointments only.
- 14 If the action involves a transfer out of the fiscal region, the gaining post receives a copy to be noted and given to the employee (see note 20 below). If such a transfer is not involved, the post receives a retention copy.
- 15 Or it is sent to the Personnel Office if the assignment is for training at headquarters.
- 16 For headquarters assignments of Foreign Service Officers.
- 17 Only if action is a separation.
- 18 Only if action is a field separation.
- 19 Only for details to other government agencies.
- 20 Sent via gaining post (see note 14) or held for employee if he is due in headquarters within a few months.

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